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**Revised:**

Wednesday, October 3, 2012

**Bankruptcy Dispute Resolution Program  
DOCKET EVENTS AND PROCEDURES**

**Docketing the Session Attendance Form**

These instructions explain how to electronically file and docket a Session Attendance Form using the Court's CM/ECF system. A Resolution Advocate who does not have access to the CM/ECF system must file the original paper version of the Session Attendance Form with the Clerk.

A sample blank [Session Attendance Form](#) is available from the Clerk and on the Court website at [www.canb.uscourts.gov](http://www.canb.uscourts.gov) > *Forms* > *BDRP Session Attendance Form*.

- Click the Bankruptcy or Adversary hyperlink on the CM/ECF main menu.
- Click the BDRP hyperlink.
- Enter the Case Number or, if applicable, the Adversary Proceeding number, click [Next].
- Select Session Attendance Form, click [Next].
- Select the attorney, click [Next].
- Select the party, click [Next].
- Associate the PDF file of the Session Attendance Form, click [Next].
- At the next screen, below the prompt stating "Select the appropriate event(s) to which your event relates," check the box next to the appropriate Order Appointing Resolution Advocate

and, click [Next].

- At the prompt: "Number of parties attended?" enter the number of parties who attended the session, click [Next].
- Review and edit the docket text if necessary, click [Next].
- The docket text will display to everyone but the PDF will not be viewable by the public and will display the message "For Court Use Only."

ECF Reference Desk  
Procedures

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**Source URL (modified on 03/11/2015 - 9:33am):**

<http://www.canb.uscourts.gov/ecf/procedures/session-attendance-form-docketing-instructions>